

VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr. Legal Counsel (3 positions)</u>	CLASSIFICATION CODE: <u>02992100</u>
	SALARY RANGE: <u>Gr. 134/\$61355-69553</u>	REFERENCE POSITION NO.: <u>1211-10400-TBA</u>
	Department or Agency Name <u>Human Services</u>	APPLICATION PERIOD: <u>9/23/10 - 9/29/10</u>
	Division/Section/Unit <u>Legal Office</u>	GRACE PERIOD ENDS <u>10/2/2010</u>
	Assignment(s) / Comments <u>PLEASE APPLY BY RESUME ONLY</u>	
	Shift and Days: <u>8:30 - 4:00 NS/Monday - Friday</u>	Job Location: <u>Louis Pasteur Building</u>
	Restrictions/Limitations: <u>600 New London Avenue, Cranston</u>	
	Position Covered By Collective Bargaining Union Agreement	Yes _____ No <u>X</u> _____
	Name of Bargaining Unit Union: <u>Non-Union</u>	
	There is* _____ is not <u>X</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	E-VERIFY PROGRAM EMPLOYER	
Statement of Duties	DUTIES / RESPONSIBILITIES: <div style="text-align: center; font-size: 1.2em;">Please refer to attachment</div>	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Graduation from an accredited law school; and Experience: Considerable employment in a responsible capacity within a legal services program involving the interpretation of law and the application of pertinent laws, rules, regulations, policies and decisions. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: Applicant must be a member of the Rhode Island Bar and must maintain such membership as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME Application to: <div style="display: flex; justify-content: space-between;"> <div> Ann DeBonis OHHS Human Resources Service Center Benjamin Rush Building, # 55 600 New London Avenue Cranston, RI 02920 </div> <div> Telephone #: _____ Fax #: _____ TTY/TDD #: <u>401-462-3363</u> (Telecommunication Device for the Deaf) </div> </div>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**Department of Human Services
Legal and Appeals Office**

**Sr. Legal Counsel (3 positions)
1211-10400- (TBA)**

Duties/Responsibilities:

This position works under the direction of the Assistant Director for Legal Services and assists the Assistant Director and the Deputy Chief Legal Counsel in providing the following services: counsel to the Director of DHS on all legal matters, including but not limited to litigation, labor arbitrations, statutory and regulatory construction and interpretation, and federal and state legislative matters; providing legal counsel to all divisions within DHS; serving as legal liaison with respect to all other Departments of state government including the Department of Attorney General and the Office of the Executive Counsel to the Governor, and legislative liaison functions with respect to the Governor's Office and the General Assembly; assisting in Medicaid lien recoveries and the collection of public assistance overpayments; assisting in supporting the activities of the Appeals Office, Policy Office, CCRU/Fraud/FRED Units.

This position requires knowledge and experience in federal-state public assistance programs including but not limited to Medicaid/Rite Care/Rite Share and SCHIP, TANF, SNAP, Child Care, Veterans' Affairs, Office of Rehabilitation Services, Child Support, General Public Assistance and Supplemental Security Income. Knowledge of Medical Assistance programs, litigation experience and collections preferred. Knowledge and experience in Probate and Superior Court preferred.

All candidates must be admitted to the Rhode Island Bar and the Federal Bar for the District of Rhode Island at the time of application for this position and must maintain such memberships as a condition of employment.